**Homework 2**

**Name:**

**Section:**

**ID:**

**-Open Microsoft Excel and write the following:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee name** | **Salary** | **Over Time** | **Total** |
| **Ahmed** | **5000** | **1500** |  |
| **Khalid** | **6500** | **2300** |  |
| **Mohammed** | **9000** | **4000** |  |
| **Faisal** | **8200** | **3100** |  |

**1.In cell D1, calculate the total for each employee.**

**2.In the range A1:D5 ,Create table with name “Company”.**

**3.Sort The Employee name column to Descending .**

**4. Convert the Company table in to pivot table.**

**5.Create pivot chart according to pivot table.**

MS. Norah Alshahrani